



September 29, 2010

Production Alert: Permit Procedure Reminders

1. Monitor Payments and Permit Issuance

This is a reminder that the California Film Commission cannot issue permits until all estimated monitor fees and other cost recovery payments have been received by the permit staff. This rule applies to all permit requests without exception.

2. Late Submission of Permit Applications

The California Film Commission requires that all applications must be submitted 4 business days prior to the requested film activity so that our staff may get the necessary approvals and coordinate with the affected department to process the request. Permit applications submitted with intentionally wrong dates will be denied.

If it is an emergency and you need to request a late permit (less than 4 days notice), it may be possible to process your permits if ALL of the following requirements are met:

- a) Contact CFC permit coordinator and discuss if application can be accommodated based on workload; if permit coordinator agrees, then:
- b) Contact approving Agency and obtain permission.
- c) Contact CFC permit coordinator, confirm with coordinator that Agency approval has been granted and discuss submission procedure for late application.

Thank you for your patience as the CFC strives to provide excellent customer service while adhering to budget limitations and reduced work hours due to state mandated furloughs three times a month.